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ONTARIO

DEPARTMENT OF EDUCATION

M E M O R A N D U M

Re The Issuing of Letters of Standing

1. A Letter of Standing having the force of one of the Ontario Interim teaching certificates, and valid until the end of the current school year, may be granted to a teacher from another part of the Commonwealth, whose academic standing and teacher education are found to be equivalent to those required of Ontario teachers, provided that he is passed by the Professional Training Medical Board and that he has attained an acceptable standard in oral and written English. In the case of elementary schools, a Letter of Standing may be granted to a teacher from the United States.

   After ten months of successful teaching in Ontario on the Letter of Standing, the teacher will be granted, upon the recommendation of the inspector, the appropriate Interim teaching certificate. Where the teacher has not had an opportunity to teach for ten months before the end of the current school year, the Letter of Standing will be extended, upon the teacher's application.

2. A Letter of Standing cannot be granted until the applicant has submitted all of the required documents, such as official evidence of academic and professional standing, proof of age, and evidence of citizenship or of intention to become a citizen, nor until the required medical examination has been passed.

3. Inspectors and other officials concerned are asked to advise prospective applicants to write to the Deputy Minister, Department of Education, Parliament Buildings, Toronto, Ontario, for information regarding the procedure to be followed in applying for a Letter of Standing.

4. Experience has shown that the issuing of Letters of Standing can be handled most satisfactorily when the applicant deals directly with the Department.

5. Delay in the issuing of a Letter of Standing is usually due to one or more of the following causes.

   (a) The inspector or some other interested friend (without first checking to learn what is required) advises the applicant to send his credentials to the Department.

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(b) The applicant sends some of his credentials without first checking to learn what is required.

(c) The applicant does not send to the Department all of the information for which he has been asked.

(d) The Department is unable to arrange for the medical examination until the applicant has an Ontario address.

(e) Many applicants delay having the medical examination after they have been notified regarding it.

(f) Applicants sometimes misunderstand Departmental letters, some of which are of necessity form letters.

(g) The Registrar is required by the regulations to check with the issuing authority regarding the present validity of each applicant's teaching certificates.

(h) At certain times of the year, pressure of work in the Registrar's Branch may delay action.

(i) Applicants for secondary school Letters of Standing are referred to the Dean of the Ontario College of Education. This naturally takes a certain amount of time.

6. Any case where there seems to be undue delay or where there is doubt regarding requirements should be brought to the attention of the Registrar.

C. W. Booth

Deputy Minister.

TORONTO, NOVEMBER 20, 1957